

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK
1100 East Main Street, Room 310
Richmond, VA 23219-3515

Date of Request _____

Name of Requestor _____

Case Name _____

Address _____

Case No. _____

AP No. _____

Telephone No. (____) _____

**Request for Photocopies in Electronic Case Files¹, Certified Copies,
or Government Agency Photocopies in Non-Electronic Case Files**

FEES: Search Fee

\$26.00 if request made other than in person

Copy Fee

\$.50 per page

Certified Copies. Identify document(s) to be certified: _____

\$9.00 per document plus \$.50 per page copy fee

For the above items, make check payable to **Clerk, U.S. Bankruptcy Court.** Amount Due \$ _____

Please submit this form to the Clerk's office. The above document requests are normally completed and available for pickup after **10:00 a.m.** the next business day following the date of receipt of request together with payment of appropriate fees. If file is not available, you will be notified. **Please indicate under "Delivery Method" your preferred method for receiving these documents upon completion of your request by the Clerk's Office.**

IPHOTOCOPY REQUESTS FOR GOVERNMENT AGENCIES IN NON-ELECTRONIC CASES ONLY: *Will be processed within two business days following request if file is located at the court.*

Document Description	Date Filed	Entry Number	Number of Pages
Petition			
Schedules			
Statement of Financial Affairs			
341 Meeting Notice			
Discharge			
No Distribution Report			
Chapter 13 Plan			

DELIVERY METHOD:

_____ To be mailed. A self-addressed, stamped envelope of adequate size is attached to this request.

_____ To be picked up at the Clerk's Office. ***Requests not picked up within 10 days will be destroyed.***

FOR OFFICE USE ONLY:

Date Requestor Notified: _____ Amount Paid: _____ Date Paid: _____

Date Mailed/Picked Up: _____

If picked up at Clerk's Office: Date Received: _____ Signature of Requestor/Agent: _____

¹ **Richmond Electronic Case/Adversary Files: Before 2003, begin with a 6 or a 9. After 2003, begin with a 3 or a 4; i.e. YY-6XXXX.**